SUBJECT: Information Technology
PROCEDURE: 708.1.1 - Purchasing of Instructional Software/Technology
EFFECTIVE: February 2024   **REVISED**:   **REVIEWED**:

Pre-Procurement Procedures
- Needs Assessment: Conduct an initial needs assessment to define the educational objectives that the software/technology aims to address. Consult with academic department/program to ensure appropriateness, applicability to learning objectives, and overall need for the tool.
- Budget Approval: Secure budget approval from Department Chair/Program Director and Division Director to ensure the purchase meets strategic goals, instructional priorities, and budgeting allowances.
- Software Compliance Check: Before procurement, consult the IT Department and the eLearning Committee to ensure the software/technology complies with institutional data protection, accessibility, and cybersecurity standards.

Purchasing Procedures
All campus purchases must comply with Montana procurement rules. See the following for more information:
     [Administrative Rules of Montana - State Procurement](#)
     [MSU-Bozeman Procurement Policy](#)
     [MSU-Bozeman Procurement Tools](#)

Additionally, for instructional software/technology purchases, consultation with the IT Department and the eLearning Committee is required to ensure compliance, security, and compatibility. The following form must be completed and signed by all parties prior to making a purchase.
     Instructional Software/Technology Purchasing Request (link to form)

Post-Procurement Procedures
- Installation and Setup: Coordinate with IT for the proper installation and setup.
- Training: Consult an instructional designer to coordinate training on the newly procured software/technology.
- Monitoring and Review: A periodic review will be conducted to assess the effectiveness of the instructional software/technology in meeting its educational objectives.

Ethics
Ethics guidelines for general purchasing apply here. Additionally, due consideration should be given to avoiding conflicts of interest related to existing educational partnerships that might influence the software/technology choice.

Compliance
Failure to comply with these guidelines may result in revocation of purchasing privileges and in the purchaser(s) being held financially responsible for the unauthorized purchase.